



South Dakota Board of Nursing
 South Dakota Department of Health
 4305 South Louise Avenue Suite 201
 Sioux Falls SD 57106-3115
 (605) 362-2760 Fax: (605) 362-2768

Nurse Aide
Application for Re-Approval of Training Program

*Allow up to **5-7 business days** for the SDBON to process your application*

All Nurse Aide (NA) Training Programs in South Dakota must be approved by the South Dakota Board of Nursing pursuant to ARSD 44:74:02:07. Approval status is granted for a two-year period.

Name of Institution: South Dakota Human Services Center
 Address: 3515 N. Broadway, PO Box 7600
Yankton SD 57078-7600
 Phone Number: 605-668-3100 Fax Number: 605-668-3195
 E-mail Address of Primary Instructor: Diane Anderson@state.sd.us
Lacey Feltman@state.sd.us

Select option(s) for Re-Approval:

- ☒ Request re-approval *without* changes to program coordinator, primary instructor, supplemental personnel or curriculum
1. List personnel and licensure information
 2. Complete evaluation of the curriculum
- ☐ Request re-approval with faculty changes and/or curriculum changes
1. List personnel and licensure information, attach curriculum vitas, resumes, or work history for new personnel
 2. Complete evaluation of the curriculum
 3. Submit documentation to support requested curriculum changes

1. List Personnel and Licensure Information:

Program Coordinator must be a registered nurse with 2 years nursing experience, at least one of which is in the provision of long-term care services. The Director of Nursing (DON) may serve simultaneously as the program coordinator but may not perform training while serving as DON. (ARSD 44:74:02:10)

Name of Program Coordinator	RN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
Diane Anderson	SD	R029864	4-28-17	TS

- ☐ If requesting new Program Coordinator, attach curriculum vita, resume, or work history

Primary Instructor must be a licensed nurse (RN or LPN) with 2 years nursing experience, at least one of which is in the provision of long-term care services. The primary instructor is the actual teacher of course material. (ARSD 44:74:02:11)

Name of Primary Instructor	RN OR LPN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
Lacey Feltman	SD	R042231	5-11-18	TS
Diane Anderson	SD	R029864	4-28-17	TS

- ☐ If requesting new Primary Instructor, attach curriculum vita, resume, or work history, and attach documentation supporting previous experience in teaching adults within the past five years or documentation of completing a course in the instruction of adults.



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Supplemental Personnel may assist with instruction, they must have one year of experience in their respective field of practice, i.e. additional licensed nurses, social worker, physical therapist. (ARSD 44:74:02:12) *If requesting new Supplemental Personnel* attach curriculum vita, resume, or work history.

Supplemental Personnel & Credentials	LICENSURE/REGISTRATION			
	State	Number	Expiration Date	Verification (Completed by SDBON)
See attached information under "Faculty".				

See attached TS

2. **Complete Evaluation of the Curriculum:** Indicate compliance relative to each standard during the previous two years. Explain any "no" responses on a separate sheet of paper. (Pursuant to ARSD 44:74:02:15, the Department of Health may conduct an unannounced on-site visit to determine compliance with requirements.)

Standard	Yes	No
• Program was no less than 75 hours.	✓	
• Provided minimum 16 hours of instruction prior to students having direct patient contact.	✓	
• Provided minimum 16 hours of supervised practical instruction; instructor ratio did not exceed 8 students for one instructor.	✓	
• Provided instruction on each content area (see ARSD 44:74:02:15):	✓	
• Basic nursing skills	✓	
• Personal care skills	✓	
• Mental health and social services	✓	
• Care of cognitively impaired clients	✓	
• Basic restorative nursing services	✓	
• Residents' rights	✓	
• Students did not perform any patient services until after the primary instructor found the student to be competent	✓	
• Students only provided patient services under the supervision of a licensed nurse	✓	
• Your agency maintains a 75% pass rate of students on the competency evaluation (written and skills exam taken through the SD Healthcare Association).	✓	

written 89%
 skills 96% TS

3. **Documentation to Support Curriculum/Curriculums Used:**

Name of Course/Courses and edition of text used: How to be a Nurse Assistant (6th Edition)

A variety of teaching methods may be utilized in achieving the classroom instruction such as independent study, video instruction, and online instruction.

☒ Submit reference list of teaching materials utilized (include name of book or resource, publisher, publication date, etc).

Submit documentation that supports requirements listed in ARSD 44:74:02:15, including:

- ☒ Behaviorally stated objectives with measurable performance criteria for each unit of curriculum
- ☒ Curriculum, objectives and agenda documenting the requirements for the minimum 75 hour course as follows:
 - ☒ A minimum of 16 hours of instruction prior to student having direct patient contact; the 16 hours must include:
 - ☒ Communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, respecting residents' rights.



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- ☒ A minimum of 16 hours of supervised practical instruction with enough instructors to ensure safe and effective care; the instructor ratio may not exceed eight students for one instructor.
- ☒ Instruction in each of the following content areas (see ARSD 44:74:02:15 for more detail):
 - ☒ Basic nursing skills (including documentation) including: vital signs; height and weight; client environment needs; recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and caring for dying clients;
 - ☒ Personal care skills, including: bathing; grooming, including mouth care; dressing; toileting; assisting with eating and hydration; feeding techniques; skin care; and transfers, positioning, and turning;
 - ☒ Mental health and social services, including: responding appropriately to behaviors; awareness of developmental tasks associated with aging process; respecting personal choices and preserving client dignity, and recognizing sources of emotional support;
 - ☒ Care of cognitively impaired clients, including: communication and techniques for addressing unique needs and behaviors;
 - ☒ Basic restorative nursing services, including: self-care; use of assistive devices in transferring; ambulation, eating, and dressing; range of motion; turning and positioning in bed and chair; bowel and bladder care and training; and care and use of prosthetic and orthotic devices;
 - ☒ Residents' rights, including: privacy and confidentiality; self-determination; reporting grievances and disputes; participating in groups and activities; security of personal possessions; promoting an environment free from abuse, mistreatment, and neglect and requirement to report; avoiding restraints.

Program Coordinator Signature: _____

Diane O'Anderson RN

Date: _____

12-8-16

This section to be completed by the South Dakota Board of Nursing

Date Application Received: <i>12-13-16</i>	Date Application Denied:
Date Approved: <i>12-13-16</i>	Reason for Denial:
Expiration Date of Approval: <i>December 2018</i>	
Board Representative: <i>T Stub RN</i>	
Date Notice Sent to Institution:	

These skills will be tested on a live person and overseen by the primary instructor/RN. CNA students must obtain a 75% or higher to successfully pass the course.

- Notification of test results
 - CNA students will be notified individually of their tests scores
 - CNA students will be informed that upon successful completion their certification will be listed in the registry.
 - The facility will inform anyone receiving below a 75% of their unsuccessful completion and what areas they failed. They will be required to do further studying/skills demonstrations prior to re-testing. They will be allowed two additional opportunities to successfully complete the program.

• Curriculum Outline (Attached)

• **Alternative Certified Nurse Assistant Training offered at the South Dakota Human Services Center (SDHSC):** The SDHSC will continue its partnership with Avera Education and Staff Solutions (AESS) as an alternative training option for staff who cannot attend our regularly scheduled training. This alternative training option was approved by the South Dakota Board of Nursing on 10/7/2015. The didactic/online training will be completed through AESS, and the perspective candidate will then complete skills/clinical and testing through the South Dakota Human Services Center.

• **Faculty:** Supplemental Instructors were approved by the South Dakota Board of Nursing Office on 4/21/09, 6/9/09, 12/9/10, 1/29/2013, 12/6/14 and 6/26/15. These instructors continue to provide instruction during CNA Training and only provide training in the areas that they have experience and expertise. All Supplemental Instructors are provided oversight by our two Primary Instructors (Diane Anderson, RN, and Lacey Feltman, RN). Listed below are two additional Supplemental Instructor's information for your review, as well as the other Supplemental Instructors and their approval date. The two additional Supplemental Instructors replace two staff members that were approved and are no longer employed at the SDHSC.

Kathryn Hejna, MS, OTR/L, SDHSC Geriatric Program (Approved 6/26/15)

- Master of Science in Occupational Therapy
- Licensed Occupational Therapist in the State of South Dakota
- Kathryn is currently an Occupational Therapist in the SDHSC Geriatric Program, and has practiced as a therapist for 14 years. She has a Competent Communicator Certificate from Toastmasters and is a National Honor Society Member. She will assist with instruction on the chapters covering Learning to Position and Move Correctly, Restorative Activities, and Personal Injury Prevention and Protection.

Tate Mallory, BA, Support Services Coordinator (Approved 12/6/14)

- Bachelor of Arts in Criminal Justice, minor in Philosophy
- CNA certified
- Presenter on Effects of Culture on Psychiatric Crisis during the Crisis Intervention Team Training (CIT).

- Instructs cultural awareness classes to patients, and new nursing students from several different universities as they rotate through HSC.
- Acute counselor for two years and lead stress management and inspirations groups to adult patients weekly.
- Law enforcement trainer included multiple classes: RADAR to numerous law enforcement agencies, DWI instructor for Pierre Law Enforcement Training Center, Coffee with the Cops Program teaching seniors how to avoid scam artists.
- Army trainer: Field Training Officer teaching new recruits in a variety of training courses, and NBC trainer (Nuclear, Biological and Chemical Warfare).
- In Tate's current position as Support Services Coordinator, he is responsible for all aspects of cultural competency including developing, educating, and completing quality assurance data. Tate coordinates, schedules, and communicates spiritual services to meet the individualized spiritual needs of the population served. He coordinates all interpreter services and volunteer services for the hospital. He currently teaches an orientation class on the Cultural Awareness/Interpreter Services, and the importance an individual's culture plays in their treatment and recovery process.

Seth McClure, BS, Human Rights Specialist for DSS (Approved 12/6/14)

- Bachelor of Science in history, minor in geography
- South Dakota Teaching Certificate secondary level psychology and sociology
- Coaching Certificate
- NCI, APT and LSCI Instructor (NCI instructor since 2002)
- Mentoring of new staff on his treatment unit as a supervisor in his previous position.
- Seth is currently the Human Rights Specialist at the SDHSC. He teaches orientation classes in Human Rights and Restraint and Seclusion-Exploring Alternatives. He works closely with patients and/or legal guardian or a person acting on behalf of the patient to resolve/assist the individual with HSC's complaint and grievance procedure.

Shannon Birger, BA, Staff Development Training Specialist (Approved 1/29/13)

- Bachelor of Art in Psychology
- NCI Instructor (past instructor, renewed certification 4/11 to present)
- Certified Basic Life Support (CPR/AED) Instructor
- NCI Coordinator for SDHSC
- Dining Assistant
- Shannon has worked at SDHSC for the past 12 years. She was a Counselor on the units for 5 years, and has held her current position as a Rehabilitation Teacher for the past 7 years. She coordinates the NCI Program at the SDHSC. As the Coordinator she is responsible for leading instructor meetings, scheduling classes, tracking instructor hours, ordering materials and overseeing any changes to course curriculum. She also instructs classes in CPR and NCI for new and current staff.

Jeremy Johnson, MSW, Director of Clinical Services (Approved 12/9/10)

- Bachelor of Social Work
- Masters in Social Work
- NCI Instructor (past 6 years)

•Jeremy has worked as a Social Worker in the SDHSC Geriatric Program for the past 8 years. He has presented at conferences and to community providers on the SDHSC Geriatric Program and caring for people with dementia and behavioral problems.

Chuck Evander, BA, Physical Therapist (Approved 6/9/09)

- Bachelor of Arts
- Bachelor of Science, Physical Therapy
- Advanced certification from Rolf Institute
- Chuck has taught the mandatory Back Safety Training for all staff at the SDHSC. He has also taught Protective Body Mechanics for Lewis and Clark Health Education Agency.

Norene Sutton, RN, House Supervisor (Approved 4/21/09)

- Associates Degree in Nursing
- Active SD Nursing License
- Norene has experience teaching adults through her former job educating RNs on the indications and applications of negative pressure wound therapy (Wound VAC).

Julie O'Brien, MS, Physical Therapist (Approved 4/21/09)

- 13
- Master of Science Degree in Physical Therapy.
 - Bachelor Degree in Psychology
 - Licensed Physical Therapist in the state of South Dakota
 - Julie presents the Annual Mandatory Back Safety Training required by all staff at the South Dakota Human Services Center. She has also completed many inservices to staff/patient/family as needed/requested.

Lois Halbur, MS, Staff Development Coordinator (Approved 4/21/09)

- Master of Science Degree in Experiential Education, Education and Administration
- Bachelor of Science Degree in Open Studies, Concentration Sociology and Education
- Associate of Arts Degree in Liberal Studies
- Associate of Science Degree in Open Studies
- Nursing Home Administrator
- National Council for Therapeutic Recreation Certification – Certified TRS
- National Administrator Certification Program – Certified Assisted Living Facility Manager
- Certified Basic Life Support (CPR/AED) Instructor
- NCI/LSCI Instructor
- Dementia Education Trainer
- Lois has been involved with teaching staff for 24+ years at the South Dakota Human Services Center. She is currently the Staff Development Coordinator. She organizes and presents trainings for new staff including but not limited to Performance Planning and Review, Introduction and Tour of HSC, CPR, Nonviolent Crisis Prevention. She is also part of the current Dementia Training for geriatric staff. She is the HSC representative for the Annual Yankton Area Mental Wellness Conference. She has a vast knowledge of teaching techniques for adults.

Ron Kachena, BS, Occupational Therapist (Approved 4/21/09)

- Master of Arts in Pastoral Ministries
- Bachelor of Science in Occupational Therapy
- Licensed Occupational Therapist in the state of South Dakota
- Ron instructs patients and family members in home programs, home modification to improve safety and efficiency. He has completed numerous inservices. Inservices have been for various groups such as MS Support Group, Stroke Survivor Club, and Yankton Manufacturers Association on job site evaluations and worker safety. He has also assisted with CNA training courses outside the Human Services Center, concentrating on the self care skill areas, plus at times transfers and bed positioning. He has assisted with restorative therapy continuing education programs through Lewis and Clark health education. He has taught one class at USD for the Occupational Therapy Masters Degree Program and has been a guest lecturer for the introduction to OT class.

Joyce Buechler, BS, MS, Certified Occupational Therapy Assistant (Approved 4/21/09)

- Master of Science in Occupational Therapy
- Bachelor of Science in Psychology
- Licensed Occupational Therapist in the state of South Dakota
- Dementia Education Trainer
- Joyce has experience teaching adults as a Dementia Education Trainer. The Dementia Education trainers are currently conducting training for all geriatric staff. She also has experience is providing education to OT students at USD regarding adaptive devices and home modifications and service while working at the Prairie Freedom Center.

Pam Folkers, MA, Director of Education and Support Services (Approved 4/21/09)

- Master of Arts Degree, Educational Administration (Adult and Higher Education)
- Bachelor of Science Degree, Double Major in Psychology and Sociology
- Certified Basic Life Support (CPR/AED) Instructor
- GED Examiner
- Pam is currently the Director of Education and Support Services at the South Dakota Human Services Center (11/00 to Present). She oversees Staff Development, Volunteer Services, Library, Alternative School, Adult Education/GED Studies Program, Cultural Services, Activities Center, Job Placement. She teaches orientation class to new employees. Prior to her current position she was the Adult Education Coordinator for 1995-2000.

Rich Sutera, Security Supervisor (Approved 4/21/09)

- Certified Law Enforcement Officer
- Rich is currently a member of the Environment of Care Committee at HSC and teaches fire safety for all employees at the Human Services Center as well as yearly mandatory training and updates. Rich is also a member of the Tabor Fire and Ambulance Department. Rich is also an orientation instructor for new staff teaching the Emergency Codes, Fire Safety and Radio Use class.